TESTMAKER
for
Entering the World of Work
Third Edition
Kimbrell and Vineyard

Computer Software
for
APPLE IIc, IIe, and IIGS

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Grady Kimbrell

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INTRODUCTION

This *TESTMAKER* software is designed to accompany the textbook *Entering the World of Work*, Third Edition, by Grady Kimbrell and Ben S. Vineyard (Glencoe Publishing Co., Mission Hills, CA, 1989). The *TESTMAKER* provides a testbank and a program to allow you to prepare exams, quizzes, study problem sets, or other similar instruction materials to be used with this textbook. Although the program is reasonably self-explanatory, this manual provides step-by-step instructions for using the testbank to generate tests, to print copies of the tests for classroom use, and to modify the testbank.

Features

The *TESTMAKER* program includes the following features:

- o All questions stored in the testbank are organized according to the chapters of the textbook.
- o There are approximately 500 questions stored in the testbank. They include multiple-choice, true-false, and fill-in-the-blank (short answer) questions.
- o You may personalize the testbank by deleting or modifying existing questions and by adding your own questions. In addition to the types of questions listed above, you may also add essay and matching questions.
- o You may expand the testbank in each chapter to 100 questions for each chapter for a total of more than 1600.
- o You may include as many as 100 questions on any one test.
- o You may select test questions yourself or have them selected at random by the *TESTMAKER* program.
- o You may scramble test items so that multiple forms of each test can be printed.
- o You may view on the screen all items in the testbank, as well as items selected for a particular test before a test is printed.
- o Spaces for student name and other identification appear as part of the normal test heading. You may add additional headings if you wish.
- o You may enter instructions for each type of question that you include on a test.
- o You may select any mixture of question types from any number of chapters on a single test.
- o You may add extra lines of space after any question to accommodate tables, charts, or other artwork that you wish to add to the test.
- o You may print an answer key to accompany any test.
- o The *TESTMAKER* program is menu-driven so that you need not memorize special commands or complex sequences of key strokes to use the program.

Computer Requirements

This version of the *TESTMAKER* is designed for use on an APPLE IIc, IIe, or IIGS computer with an 80-column card, either one or two disk drives, and any standard printer.

The testbank and main program diskettes, as you received them, are not write-protected. This is necessary for them to be used to create a test. If you are using a 5 1/4 inch diskette, DO NOT PLACE A WRITE-PROTECT TAB ON THE DISKETTE. If you are using a 3 1/2 inch diskette, DO NOT MOVE THE PLASTIC TAB TO "WRITE PROTECT." The diskette will not be accidentally overwritten in normal use.

A safe procedure is to copy the diskettes before using them. Use the copy program that accompanies your computer system. Then use the copies. Put the original diskettes away in a safe place. You can use them as a backup in case of damage to your copies.

Following are a few basic rules for taking care of your diskette:

- o Do not touch the magnetic diskette inside the paper or plastic cover.
- o Insert the diskette carefully into the disk drive. Do not force it.
- o Magnetic fields can erase data from diskettes. Keep the diskette away from magnetic fields, such a tape recorders, VCRs, and telephones.
- o Ideally, diskettes should be stored at 50 to 125 degrees F.

Anyone can learn to use this program quickly and easily. You don't need any experience in the use of a computer. Of course, no programming skills are required.

Improvements

The program designers would like to make this program as useful as possible. Any suggestions for changes in subsequent versions, or questions about the present version, should be directed to Grady Kimbrell, 4379 Via Esperanza, Santa Barbara, CA 93110.

GETTING STARTED

The *TESTMAKER* consists of two diskettes. The main program diskette contains the files to perform the operations of test building. The testbank diskette contains the questions. Please note that *the testbank diskette is recorded on both sides.* Questions for Chapters 1 through 8 are stored on one side, and questions for Chapters 9 through 16 are stored on the other.

To use the *TESTMAKER*, insert the main program diskette in the disk drive and start the computer. After the titles and introductory information are displayed, you will be asked to enter a password. The correct password is KIMBRELL. An incorrect response will cause the request for a password to be repeated. After three incorrect responses, the program will exit from the computer and the keyboard will not respond. This prevents an unauthorized person from gaining access to the program.

After you enter the correct password, you will be asked whether you have one or two disk drives.

1. If you reply that one disk drive is available, the program will tell you when to change from the main program diskette to the testbank diskette, and vice versa. Begin with the main program in drive 1.

2. If you reply that two disk drives are available, the main program diskette should always remain in drive 1. The main program will tell you when to place the testbank diskette in drive 2.

As you work with the *TESTMAKER*, you may get the following message on the computer screen:

```
Place the disk containing (Chapter Title)
in drive #2

Press any key when ready.
```

This means you must remove the testbank diskette, turn it over, and re-insert it in the disk drive.

THE MAIN MENU

After you respond to the disk drive question, the following MAIN MENU will appear on the screen.

Note that no chapter or question type has been selected yet.

```
Chapter: None selected
Type of Question: None selected
Number of questions stored: 0          Number of questions on the test: 0

                              MAIN MENU

                    1. - Select a chapter.
                    2. - Select a question type.
                    3. - List questions stored in this chapter.
                    4. - Create a test.
                    5. - List the test.
                    6. - Modify the questions stored in this chapter.
                    7. - Save the changes to the diskette.
                    8. - Quit this program.

Enter a number from 1 to 8:
```

Following is a description of the eight options included in the MAIN MENU.

MAIN MENU Option 1 - Select a chapter

If you want to create a new test, you must begin by choosing option 1. Selecting this option produces a listing of the chapters in *Entering the World of Work* and information on the types of questions currently available in your testbank for each chapter.

```
Chapter name                                    Types of questions stored
-------------------------------------------------------------------------

PART ONE  PLANNING FOR WORK
      1 You and Work                            MC, T/F, FILL
      2 Understanding Yourself                  MC, T/F, FILL
      3 Exploring Careers                       MC, T/F, FILL
      4 Making Career Decisions                 MC, T/F, FILL
PART TWO  GETTING THE JOB YOU WANT
      5 Finding Job Openings                    MC, T/F, FILL
      6 Applying for the Job                    MC, T/F, FILL
      7 Interviewing for the Job                MC, T/F, FILL
 PART THREE  YOU ON THE JOB
      8 Your First Days on the Job              MC, T/F, FILL
      9 Safety on the Job                       MC, T/F, FILL
     10 Getting Along with Your Employer        MC, T/F, FILL
     11 Getting Along with Your Co-Workers      MC, T/F, FILL
     12 Situations That Affect Your Job         MC, T/F, FILL
PART FOUR  SKILLS FOR EVERYDAY LIVING
     13 Your Paycheck and Your Taxes            MC, T/F, FILL
     14 Managing Your Money                     MC, T/F, FILL
     15 Being a Smart Shopper                   MC, T/F, FILL
     16 Living on Your Own                      MC, T/F, FILL

Enter a chapter number between 1 and 16 and press the RETURN key:
```


Selecting a chapter will automatically return you to the MAIN MENU. The name and number of the chapter chosen will now be displayed in the test-status section at the top of the screen. The test-status section is a reminder. It will appear at the top of the screens throughout the test generation process to remind you which chapter and which question type you are currently using.

We have chosen Chapter 1 for this example.

```
Chapter: 1 - YOU AND WORK
Type of Question:  None selected
Number of questions stored: 0                  Number of questions on the test: 0

-------------------------------------------------------------------------

                              MAIN MENU

                    1. - Select a chapter.
                    2. - Select a question type.
                    3. - List the questions stored in this chapter.
                    4. - Create a test.
                    5. - List the test.
                    6. - Modify the questions stored in this chapter.
                    7. - Save the changes to the diskette.
                    8. - Quit this program.

Enter a number from 1 to 8:
```

MAIN MENU Option 2 - Select a question type

After choosing a chapter in option 1, always go to option 2 to choose a question type. When you choose option 2 from the MAIN MENU, you will get the following screen.

Select a question type.

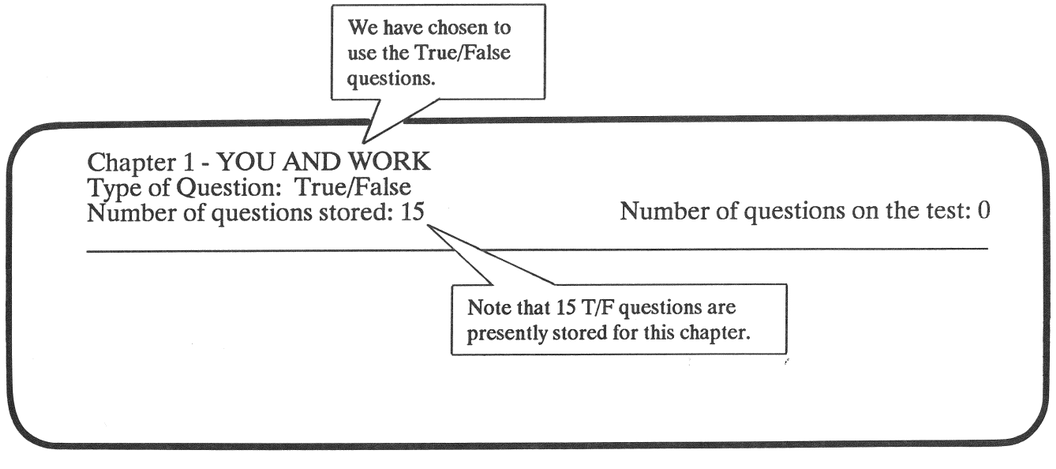
Which type of question would you like?
(Questions are currently stored in the types which are highlighted.)

1 - Multiple choice
2 - True/False
3 - Essay
4 - Fill in the blank
5 - Matching

Enter a number from 1 to 5:

The question types available for each chapter are highlighted on the screen. Choosing a question type for which items are not available in the testbank for this chapter will return you to the MAIN MENU. Of course, you can modify the testbank to include questions of all five types, and when you do so the highlighted types will change accordingly. Later you will learn how to modify the testbank.

After you have chosen the type of question you want, the test-status area will show the type of question you are working with. This area will also show the number of questions of this type in the testbank for this chapter.


We have chosen to use the True/False questions.
Chapter 1 - YOU AND WORK
Type of Question: True/False
Number of questions stored: 15
Number of questions on the test: 0
Note that 15 T/F questions are presently stored for this chapter.

MAIN MENU Option 3 - List questions stored in this chapter

Select option 3 when you want to list on the screen or on the printer all of the questions stored in the testbank for the selected chapter and question type. Choosing this option will produce the following screen.

List You and Work

Press 'P' to list on the printer.
Press any other key to list on the screen.

If you choose 'P' to list on the printer, a PRINTER MENU will appear. The PRINTER MENU options are explained on pages 18-23.

If you press any other key, the following message will appear.

Enter the range of questions you would like to see, followed by the RETURN key.
Press only the RETURN key to list them all.

After you have indicated which questions you wish to see, the following instructions will appear on the screen. These instructions will help you examine the questions quickly and easily.

Press any key to start and stop the listing.
Use the arrow keys to change the direction of the scrolling.
Press the 'ESC' key at any time to abort.

Note that pressing *any* key will start and stop the listing. Use the *arrow up* and *arrow down* keys to move backward and forward through the list. *Arrow up* moves the list backward; *arrow down*, forward. If you wish to return to the MAIN MENU, hit the ESCAPE key.

MAIN MENU Option 4 - Create a test

Selecting this option will cause the TEST MENU to appear. This is the menu you will use to actually create your test. When you create a new test, *write down the number of questions of each type* so you will know where to insert instructions. For example, if you begin with multiple-choice questions, then include some true-false questions, and finally add some fill-in questions, you might make notes such as this:

```
MC:   1-24
TF:  25-44
FI:  45-60
```

By doing this, you will know to insert multiple-choice instructions before question 1, true-false instructions before question 25, and fill-in instructions before question 45. If you forget to do this, you can list the questions on the screen to locate where the question types change, then insert instructions before you print the test. This menu will be explained on pages 13-17.

MAIN MENU Option 5 - List the test

Once option 4 has been used to select questions from the testbank, you can use option 5 to list on the screen or on the printer the test items you chose. The items will be listed in the order they will appear on the test.

MAIN MENU Option 6 - Modify the questions stored in this chapter

This option allows you to add new questions to the testbank, delete questions presently stored in the testbank, and modify questions presently stored in the testbank. This option is explained further on pages 25-29.

MAIN MENU Option 7 - Save the changes to the diskette

Selecting this option after modifying the contents of the testbank (using option 6), will store the modified version of the testbank on the diskette, replacing the original version. *The original version of the questions will be lost.* Option 7 is explained later in this manual.

MAIN MENU Option 8 - Quit this program

To exit the program, use option 8 before turning off the power switch on the computer. This gives you a second chance to save any changes to the diskette, in case you forgot to use option 7. Option 8 is explained later in this manual.

THE TEST MENU

Once you have selected a chapter and the question type you want, you can create a test using option 4 on the MAIN MENU. Choosing option 4 will lead to the following TEST MENU.

```
Chapter 1 - YOU AND WORK
Type of Question: True/False
Number of questions stored: 15          Number of questions on test: 0

                        TEST MENU

        1. Randomly select problems for the test.
        2. Select specific problems for the test.
        3. Delete problems from the test.
        4. Randomly reorder the test.
        5. Specify a new order for the test.
        6. List the test.
        7. Store or retrieve a test.
        8. Return to the main menu.

Enter a number from 1 to 8:
```

Following are descriptions of the eight options available on the TEST MENU.

TEST MENU Option 1 - Randomly select problems for the test

This option allows you to select any number of the available questions to be included on a test. The test-status area will tell you how many questions are available. If you choose this option, the following screen will appear.

```
How many True/False questions from this chapter would you like to add?




Press only the RETURN key to return to the Test Menu.
```

Indicate the number of questions you want and press RETURN. The program will then randomly select that many questions to include on the test. The questions will be displayed briefly on the screen, as shown below.

We have requested a test with five randomly selected T/F questions from Chapter 1.

Randomly select problems for the test.
Number of questions stored: 15 Number of questions on the test: 0

---

8. For most people, leisure is the most important part of their lifestyle.

7. Personal choices are part of lifestyle.

2. The only reason people work is for money.

12. The average man works about 25 years.

9. Your work affects who your friends are.

Note that the questions are listed with their original numbers from the test bank.

Once the questions have been selected, the test-status information above the menu will again be displayed and will be updated to show the total number of questions now on the test. To see which questions were randomly selected, you can use option 6, "List the test."

Option 6 is explained on pages 15-16.

TEST MENU Option 2 - Select specific problems for the test

This option allows you to select individual questions from the testbank rather than have them selected at random. To use this option, enter the question number (4, for example) or a range of question numbers (1-15, for example), then press RETURN. To enter several specific questions (1, 3, and 5 for example), type the first number and press RETURN. Then type the next number and press RETURN, and so on. The questions selected will be listed on the screen.

TEST MENU Option 3 - Delete Problems from the test

This option allows you to delete one or more questions from the test. To use this option, enter the question number or the range of question numbers you wish to delete from the test, then press RETURN.

NOTE: In this option, you are deleting questions from the test you are creating, not from the testbank. Therefore, the question numbers you enter should be those from the test. To see the test, use option 6.

TEST MENU Option 4 - Randomly reorder the test

Selecting option 4 allows you to randomly reorder the test questions. If this option is used after a copy of the test has been printed, it will provide an alternative form of the test in which the same questions are used, but listed in a different order.

When you select option 4, questions are reordered only within a given question type. Question types on the same test will not be mixed.

TEST MENU Option 5 - Specify a new order for the test

Selecting option 5 allows you to reorder the test questions exactly as you want them. You can move any question or sequence of consecutive questions so that they precede any given question on the test. To do this, simply enter the question number or range of questions you wish to move, followed by the RETURN key. Next, enter the number of the question you wish it (or them) to precede. Press RETURN. The questions will be reordered and automatically renumbered. To see the test, use option 6.

TEST MENU Option 6 - List the test

Selecting option 6 will cause the following sequence of instructions to appear.

The test has five questions so far.

List the test.
Number of questions stored: 15 Number of questions on test: 5

Press 'P' to list on the printer.
Press any other key to list on the screen.

Enter the range of questions you would like to see, followed by the RETURN key. Press only the RETURN key to list them all.

Press any key to start and stop the listing.
Use the arrow keys to change the direction of the scrolling.
Press the 'ESC' key at any time to abort.

Using option 6, you can display on the screen the test questions selected thus far, as shown below.

List the test.
Number of questions stored: 15 Number of questions on the test: 5

Note that both questions and answers are listed.

1. For most people, leisure is the most important part of their lifestyle.
Answer: False

2. Personal choices are part of lifestyle.
Answer: True

3. The only reason people work is for money.
Answer: False

4. The average man works about 25 years.
Answer: False

5. Your work affects who your friends are.
Answer: True

The questions have been renumbered consecutively.

Press any key to return to the test menu.

TEST MENU Option 7 - Store or retrieve a test

Selecting option 7 allows you to store or retrieve a test. You may also format a blank diskette on which to store tests. Only new, blank diskettes should be formatted. Choosing option 7 and pressing RETURN produces the following menu.

1. Load a test
2. Save a test
3. Format a blank floppy disk
4. Return to the main menu

To format a blank diskette, select option 3. Then follow the directions on the screen. You will be prompted to place a diskette in drive #2 (or #1 if you have only one disk drive).

To store (save) a test, select option 2. You will need a blank, formatted diskette. You will be prompted to enter a name to store the test under. Type in a name of eight letters or less and press RETURN. You will be prompted to "Place the disk you want to save the test on in drive 2" (or drive 1 if you have only one disk drive). Press any key when you are ready, and the *TESTMAKER* will store your test. You can store three or more tests totaling about 300 questions on one diskette.

To retrieve (load) a test that you have previously stored, select option 1. If you have prepared a test or loaded a previously stored test during your current session at the computer, the following message will appear.

Loading a test will erase the test which is currently loaded.

Are you sure you want to continue?

Type a Y if you want to continue or an N if you do not. If you continue, you will be prompted to type in the name of the test you want to retrieve. Then you will be prompted to place the disk containing the test to be loaded in drive 2 (or 1). The *TESTMAKER* will then load the test so that you may print it out.

TEST MENU Option 8 - Return to the Main Menu

Choosing option 8 returns you to the MAIN MENU. You can also return to the MAIN MENU at any time during the development of a test by pressing ESCAPE.

Our example now contains five true-false questions randomly chosen from those available for Chapter 1. They are stored temporarily in the test storage area on the main program diskette. They will remain there until you exit the program.

To add more questions, or to delete or reorder questions, return to the MAIN MENU and repeat the selection process. Remember to use option 1 of the MAIN MENU if you want to change chapters and option 2 if you want to switch to a different question type. Use option 4 to select new questions to be stored. Notice that option 4, labeled "Create a test" when the first questions were selected, is now labeled "Modify the test." The operation is the same.

A copy of a sample test containing five true-false questions from Chapter 1 and three multiple choice questions from Chapter 1 is shown on page 22.

PRINTING THE TEST

After you have chosen from the testbank those questions you wish to include on the test, the next step is to prepare a printed version of the test. Choose option 5 from the MAIN MENU, "List the test," to do this. Option 5 leads to the screen shown below. Press P to select the print option.

List the test.

Press 'p' to list on the printer.
Press any other key to list on the screen.

When the print option is selected, the following PRINTER MENU appears.

Print the test
Number of questions on the test: 8

PRINTER MENU

1. Change the printer slot. (Default = 1)
2. Change the spacing.
3. Change the headings.
4. Enter instructions.
5. List the test on the screen.
6. List the test on the printer.
7. Print an answer key on the printer.
8. Return to the Main Menu.
9. Quit.

Enter a number from 1 to 9:

Following is a description of the options included in the PRINTER MENU.

PRINTER MENU Option 1 - Change the printer slot

The standard procedure is to have the printer connected to the computer in slot 1. If your system is arranged otherwise, this option can be used to change the printer location from slot 1.

PRINTER MENU Option 2 - Change the spacing

Choosing this option allows you to change the spacing of the printed test from its normal single-spaced print. You can change the spacing between questions, but not within a question.

PRINTER MENU Option 3 - Change the headings

The test will be printed with a student identification label requesting name, course, and date in the upper right corner. In addition, you may create headings of your own up to three lines, with as many as 35 characters per line. In the sample below, we have created a one-line heading.

Print the test
Number of questions on the test: 8

You may enter three lines for the heading on the first page of the test.
Each line may contain up to 35 characters.

Enter the first line of the heading:

```
Sample Test, Chapter 1
```

The heading lines will be centered automatically at the top of page of the test.

Be sure to press RETURN after you have entered the heading. The heading you have created will be centered automatically on the screen and at the top of the printed test.

You may select one of the lines of the heading you have created to appear as a "running head" on successive pages of the test. Or you may create a new heading for successive pages.

Print the test
Number of questions on the test: 8

Sample Test, Chapter 1

You may have any one of these lines appear as the heading for successive pages of the test. Enter a number from 1 to 3 to reuse that heading, enter 0 to make a new heading, or just press RETURN to leave it blank.

PRINTER MENU Option 4 - Enter instructions

Selecting this option allows you to create and insert at the appropriate place in the text any instructions or comments that you feel may be needed. Each instruction may contain as many as 230 characters. If more characters are needed, simply insert a second instruction immediately after the first. A maximum of twenty sets of instructions may be included on a single test. When you choose option 4, you will see displays like those below.

Instructions for the T/F questions.

Print the test
Number of questions on the test: 8

Enter instruction #1:

TRUE/FALSE Indicate whether each question is true or false.
5 points each.

Which question # would you like this instruction to precede?
1

This instruction is inserted before the T/F questions.

A second instruction for the multiple choice questions.

Print the test
Number of questions on the test: 8

Enter instruction #2:

MULTIPLE CHOICE Select the best answer. Each question is worth 10 points.

Which question # would you like this instruction to precede?
6

This instruction is inserted before the multiple choice questions.

Type test instructions without indicating line endings. The sentence (s) typed will be fitted automatically when the test is printed. A fragment of a word at the end of a line will be brought down to the next line.

PRINTER MENU Option 5 - List the test on the screen

Selecting option 5 will cause your assembled test to be displayed on the screen.

PRINTER MENU Option 6 - List the test on the printer

Select option 6 when you wish to print your test. All headings and instructions you may have added will be printed, too. The sample test we have created is shown below.

Sample Test, Chapter 1 Name: _____

Course: _____

Date: _____

TRUE/FALSE: Indicate whether each question is true or false.
5 points each.

____ 1. For most people, leisure is the most important part of their lifestyle.

____ 2. Personal choices are part of your lifestyle.

____ 3. The only reason people work is for money.

____ 4. The average man works about 25 years.

____ 5. Your work affects who your friends are.

MULTIPLE CHOICE: Select the best answer. Each question is worth 10 points.

____ 6. Of all U.S. workers, women make up about
A) 1/4.
B) 1/2.
C) 2/3.
D) 3/4.

____ 7. Most adults are identified by
A) where they are born.
B) where they went to high school.
C) their work.
D) their religion.

____ 8. The good feeling you get when you do a job well is
A) self-esteem.
B) faith.
C) anxiety.
D) vanity.

After the test is printed, the computer displays the PRINTER MENU and awaits further instructions

If you need a second form of the test, select option 8 on the PRINTER MENU. This will return you to the MAIN MENU. After you are back to the MAIN MENU, choose option 4, "Modify the test," and you will be back to the TEST MENU. From the TEST MENU, choose option 4, and the test questions will be randomly reordered. Question types will not be mixed. Return to the PRINTER MENU, and you may print a new form of the test.

PRINTER MENU Option 7 - Print an answer key on the printer

Select option 7 when you wish to print an answer key for the test you have just printed. The answer key for the sample test is shown below.

1. False
2. True
3. False
4. False
5. True
6. B
7. C
8. A

PRINTER MENU Option 8 - Return to the Main Menu

Select option 8 when you want to return to the MAIN MENU. The test already constructed remains in the test storage area until you exit the program. The headings and instructions in the test also remain intact until you exit the program.

PRINTER MENU Option 5 - Quit

Select option 9 when you wish to exit the program. The test stored in the test storage area will be lost, as will any headings and instructions you added. If you wish to store (save) the test, return to the MAIN MENU, then to the TEST MENU and select option 7 to store the test. This is explained on page 17.

To resume using the program after you have quit, switch off the computer, wait a few seconds, and switch it back on.

MODIFYING THE TESTBANK

Choosing option 6 on the MAIN MENU brings up the TESTBANK MENU. The TESTBANK MENU allows you to add new questions to the testbank or to modify or delete existing ones. Questions of any of the given types may be added to any chapter. However, new chapter headings may *not* be created.

When option 6 on the MAIN MENU is selected, the following TESTBANK MENU will appear.

```
Chapter 6 - APPLYING FOR THE JOB
Type of Question:  Multiple Choice
Number of questions stored: 0          Number of questions on the test: 0

                        TESTBANK MENU

                    1 - Add a question
                    2 - Delete a question
                    3 - Edit a question
                    4 - Return to the Main Menu

Enter a number from 1 to 4:
```

Notice from the test-status section at the top of the menu that we are working with the multiple choice questions stored in Chapter 6. Before you use this TESTBANK MENU, be certain you have selected the appropriate chapter and question type, using options 1 and 2 on the MAIN MENU.

You may change the questions as you type them in. Use the cursor (arrow) keys to move the cursor, but *do not add any blank spaces to fill out a line.*

Following is an explanation of the options in the TESTBANK MENU.

TESTBANK MENU Option 1 - Add a question

This option provides a space on the screen where a new question may be entered from the keyboard. Remember, this new question will be stored under the chapter heading that appears in the test-status information above the menu. Also, the question must be of the type indicated in the test-status area.

A temporary version of the question is stored and can be used on the test under construction. You can store the question permanently in the testbank by using option 7 on the MAIN MENU.

Use the procedures beginning on page 25 for entering new questions.

<u>Procedure for Entering New Questions</u>

o MULTIPLE CHOICE. When you choose option 1 from the TESTBANK MENU, the following screen appears.

```
Add question #5

Question:


                Press only the RETURN key to return to the Test Menu.
```

Notice that the question being added will be given the number shown at the top left.

Type the question you want to add, then press RETURN. The next step is to type the multiple choice alternatives as they are requested on the screen. After each answer, press RETURN. A maximum of six multiple choice alternatives may be used. If you do not want to type that many answers, simply press RETURN when the computer asks you for an answer.

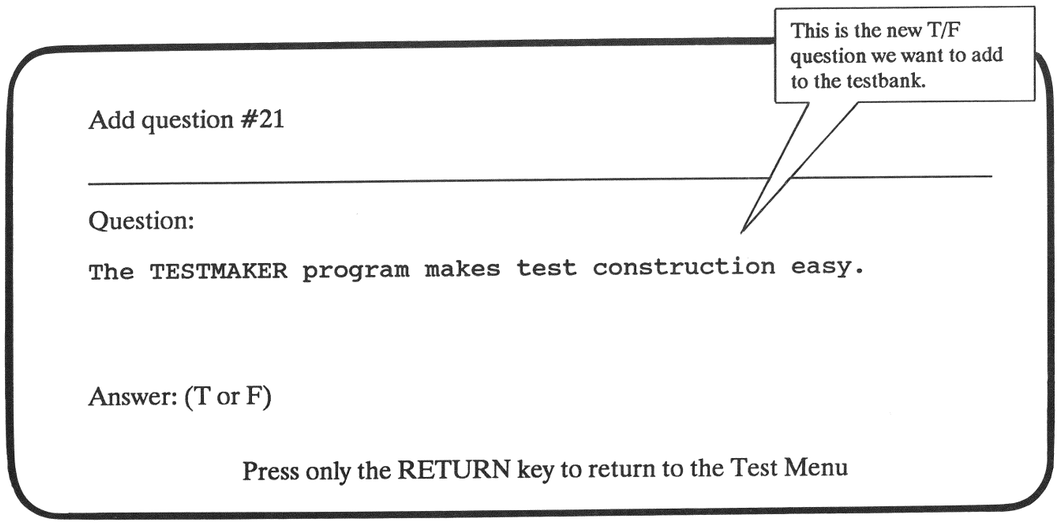
After the last answer choice has been entered, the completed question will be displayed as follows.

```
Add question #5

5. Why do we need more questions in this testbank?
      A) Some areas were omitted.
      B) Not enough questions were included
         originally.
      C) It is fun to type them into the testbank.
      D) All of the above.
      E) None of the above.

Answer:
```

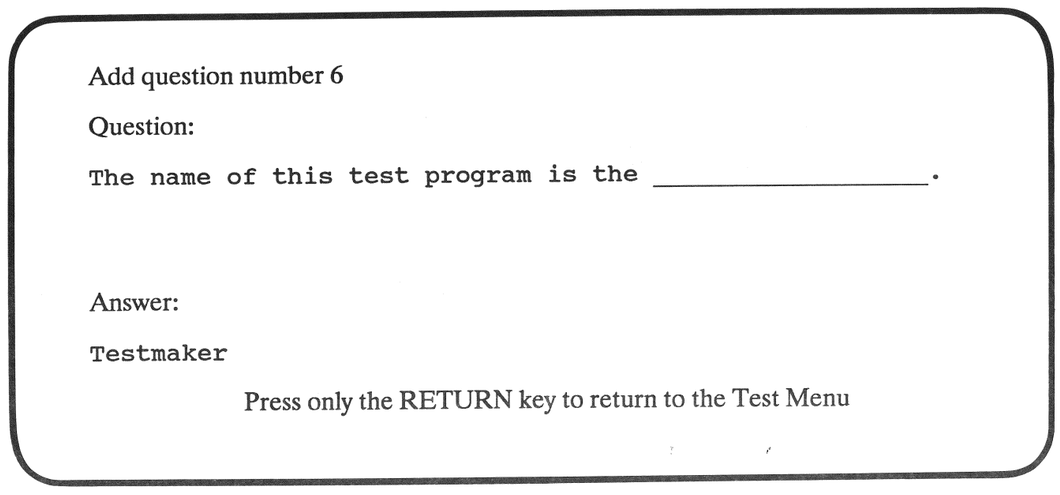
Here is the completed question with possible answers.

After the answer letter to the new multiple choice question is entered, the computer will reset the display so it is ready for the next question.

o TRUE-FALSE. When true-false questions are specified, choosing option 1 on the TESTBANK MENU displays a screen like the one below. When you have completed your question, press RETURN and the program will request that you supply the correct answer.


This is the new T/F question we want to add to the testbank.
Add question #21
Question:
The TESTMAKER program makes test construction easy.
Answer: (T or F)
Press only the RETURN key to return to the Test Menu

o FILL IN THE BLANK. When fill-in-the-blank questions are specified, choosing option 1 on the TESTBANK MENU displays a screen like the one below. When you have completed your question, press RETURN and the program will request that you supply the correct answer.


Add question number 6
Question:
The name of this test program is the _____.
Answer:
Testmaker
Press only the RETURN key to return to the Test Menu

o ESSAY. When essay questions are specified, choosing option 1 on the TESTBANK MENU displays a blank screen. You will be requested to enter your question. After typing your question, press RETURN, and the program will request that you type in the correct answer.

o MATCHING. To add matching questions, supply pairs of terms and matching terms as they are requested on the screen. You can use up to 255 characters for each entry in the first column. In the second column, however, you are limited to 25 characters per term. A space counts as a character. The number of pairs of terms that may be entered is limited to 200 total for each chapter.

When you want to use your new matching questions on a test, return to the MAIN MENU by selecting option 4 on the TESTBANK menu. After you are back to the MAIN MENU, choose option 4, "Create a test" (or "Modify the test"). Selecting this option will cause the TEST MENU to appear. Select option 2 from the TEST MENU and choose the range of questions you wish to view. This will cause the first terms entered to be listed in a column in the order in which they were added. When the test is printed, the second terms will be listed randomly in a second column.

TESTBANK MENU Option 2 - Delete a question

When you select option 2 on the TESTBANK MENU, a screen like the one below appears.

Delete a question.

Enter the question #, or the range of #'s you wish to remove, followed by the RETURN key. There are 4 questions stored.

Press only the RETURN key to return to the Testbank Menu.

Enter a number (for example, 4) or a range (such as 1-3) for the question or questions in the chapter and question type with which you are working. To remove the questions (s), press R (for Remove, either upper or lower case). If you decide *not* to delete the question, press any other key.

Press 'R' to remove question #4
Press any other key to abort.

It is important to note that the process of deletion will not be completed until option 7, "Save the changes to the diskette," is selected on the MAIN MENU. This gives you two chances to retract any accidental deletions.

TESTBANK MENU Option 3 - Edit a question

Selecting option 3 on the TESTBANK MENU leads to the following display.

Edit a question.

Enter the question # you wish to edit, followed by the
RETURN key.
There are 4 questions stored.

Enter the number of the question you wish to edit, and the question will be displayed on the screen ready for editing. For each question type, you will be led through the same sequence of steps that were used to add a question, option 1.

Edit the answers if necessary. Make changes by typing directly over the words in the existing question. Use the cursor (arrow) keys to move the cursor, but *do not add any blank spaces to fill out a line.*

Press RETURN to accept either the question or answer displayed.

The changes made will be stored temporarily and may be used in the test under construction. To store these changes permanently to the testbank, use option 7 on the MAIN MENU.

Because these modifications in the testbank are not made until option 7 on the MAIN MENU is used, choosing MAIN MENU options 1, 2, or 8 before using option 7 will produce the following warning.

You have not saved your modifications
of the testbank to the disk.

Press:

S - Save changes.
C - Continue.

Or press any other key to return to the main menu.

You must press the S key (for Save) to make permanent the changes you have entered. If you press C, the changes will *not* be saved.

TESTBANK MENU Option 4 - Return to the Main Menu

Once you have made all the changes you wish, return to the MAIN MENU to continue or to exit the program.